



Office of the
Asansol Municipal Corporation
Asansol :: PaschimBardhaman.

EXPRESSION OF INTEREST

Memo No:-184/PW/Eng/25

Date :- 23-04-2025

E-Quotation Notice No:-13/PW/Eng/25

Date :- 23-04-2025

1. Asansol Municipal Corporation invites bids from eligible, resourceful and registered professional Accounting (Chartered Accountant, Cost Accountant or Company Secretary practitioner) Firms practicing in India having the requisite experience of comply with TDS, GST, EPFO (here in after shall be called as T.G.E.) of Urban Local Bodies/government organization in West Bengal observing all Acts, Rules, Regulations and all extant norms on this regard in India. Similarly, the firm has to handle and conclude all the documentation, accordance submission, hearing and all other legal proceedings, to be taken up by the appropriate authorities (A.A.), Office or audit, for this purpose shall mean and comprise of the following:-

1. TDS
2. GST and
3. EPFO

(Periodical documentations, compliances, enquiries hearing or any other official/legal proceedings and other formalities as and when derived related with above stated topic's subjective compliances.)

Interested Professional Accounting Firms may participate in the bid by depositing a sum of Rs15,000.00 (rupees fifteen thousand) as EMD. They may participate in the e-Tender Process through e-tender portal of Govt. of West Bengal. The Professional Accounting Firm shall have to submit following documents along with the bid document -

- a) Professional Practicing Certificate issued by ICAI, ICMAI or similar other organizations
- b) Trade License issued by the competent authority.
- c) Valid PAN and GSTIN.
- d) The document as a proof of performing similar type of work in any Government, Semi-Government, Local Authority or any PSU'S of Central or State Government in the last 3 (Three) Years.

- e) A declaration in the official letter head of the Professional Firm regarding the staff strength of the Professional Firm as on the date of submission of bid mentioning their designation and qualifications and staffs to be deployed for the above mentioned assigned if awarded mentioning their designation and qualifications.

Date & Time Schedule:-

Sl. No	Particulars	Time and Date
1	Date of publishing of NleT(Document online publishing date)	24.04.2025 From 03:00 PM onwards
2	Tender Document download start date and time(online)	24.04.2025 From 03:00 PM onwards
4	Start Date of Bid Submission (Technical and Financial) (online)	24.04.2025 From 03:00 PM onwards
5	Closing date and time of download of Tender Documents (Online)	15.05.2025 upto 03:00 PM
6	Closing date and time of Bid submission (Technical and Financial)	15.05.2025 upto 03:00 PM
7	Date and time of opening of Technical Proposal (online)	16.05.2025 upto 03:00 PM
8	Date and time of uploading of list of Technically qualified bidders after disposal of appeals, if any	Will be notified later on
9	Date of uploading of final list of technically qualified bidders after disposal of appeals, if any	Will be notified later on
10	Date and time of opening if Financial Proposal(Online)	Will be notified later on
11	Date of issuing of agreement paper from Cash section within 7 days from the date of acceptance of work order.	

TERMS AND CONDITIONS

SCOPE OF WORK

The job to be performed by Professional Account Firms is detailed below:-

1. Act in accordance with TDS, GST, EPFO process flow of Urban Local Bodies in West Bengal observing all Acts, Rules, Regulations and all extant norms on this regard in India.
2. Separate Professionals shall be engaged for the for the work of performing stated job mentioned in Point-1, all of the Professional Accounting Firms shall have to ensure that the compliance shall be made by observing all norms, rules and regulations as is framed by different regulators including taxation, GST or EPFO authorities related.
3. The successful Professional Accounting Firm is under an obligation to face the related appropriate authorities team/officials on behalf of Asansol Municipal Corporation in respect of job executed by them and to seat/make visit with the them during the course of hearing, visit, enquires or legal consequential proceedings conducted by them (A.A.) and also for offering any clarification, explanation against any queries raised by them during the course of hearing, visit, enquires or legal consequential proceedings of any or all of the aforesaid T.G.E. in ASANSOL MUNICIPAL CORPORATION and conclude the same on behalf of the ASANSOL MUNICIPAL CORPORATION.
4. The data should be prepared accordance with the report generated from 'PUROHISAB' software only and both should be reconciled on monthly basis before finalization.
5. The above assignment is subject to the following term and conditions.
 - a) The cost of employing man and machineries, as the case may be, shall be borne by the selected Professional Accounting Firm
 - b) The selected Professional Accounting Firm shall have to start the assignment within period of 10/15 days from the date of issuance of the work order without fail.
 - c) Save and except the office space, no other facilities shall be provided by ASANSOL MUNICIPAL CORPORATION and all other infrastructural or technical (software or other) arrangement for the

above assignment shall have to be arranged by selected Professional Accounting Firm.

- d) The successful Professional Accounting Firms shall ensure compliance with Govt. orders as well as guidelines of Commissions / Statutory bodies etc.
 - e) No payment shall be claimed w.r.t to Transportation and other issues over and above the rate offered by the Professional Accounting Firm.
6. The Work order for each three works for each Financial Year may be issued singly or in group of all jobs together as per discretion of the authority of ASANSOL MUNICIPAL CORPORATION which cannot be challenged.
7. The work order initially valid for one (01) year and may be extended further on the basis of satisfactory conduction of the job recognised by AMC authority.

• BIDDING PROCESS:

1. The Professional Accounting Firm shall have to participate in the bid through e-tender portal of the Govt. of West Bengal by offering the Base rate for each financial year in lump-sum in terms of Rupee both in figure and in words along with applicable taxes as per the rate as on the date of submission of bill can be charged over and above of the base rate.
2. No other charges can be chargeable /billed for the above assignment.

DISQUALIFICATION:

Even though the Professional Firm meets the pre-qualifying criteria, they could be disqualified if they have:

- 1) Submitted the tender documents after the stipulated time and date mentioned in advertisement.
- 2) Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.
- 3) Record of poor performance such as not properly completing the contract, litigation history or financial failures including any entity declared as black listed category declared by Govt./Semi Govt organization at any stage.
- 4) Submitted the tender documents which is not accompanied by the EMD amount or required documents or is non-responsive.
- 5) Where the Professional Accounting Firm has already submitted the tender documents and is a member of an entity who has already submitted the technical bid or vice versa.
- 6) If any such information which would have entitled to ASANSOL MUNICIPAL CORPORATION to reject or disqualify the Professional Accounting Firm becomes known after the Professional Accounting Firm has been pre-qualified, ASANSOL MUNICIPAL CORPORATION reserves the right to cancel the pre-qualification of the Professional Accounting Firm at any later stage, without assigning any reason thereof. Professional Accounting Firms who canvass or attempt to influence the pre /post-qualification or selection process shall necessarily be disqualified from the process at any stage.

• VALIDITY OF PROPOSAL

The proposal submitted by the Professional CA Firm shall be valid for a period of 6 (six) months from the specified date for submission.

- ASANSOL MUNICIPAL CORPORATION's RIGHT TO ACCEPT OR REJECT PROPOSALS

Notwithstanding anything contained in this proposal, ASANSOL MUNICIPAL CORPORATION reserve the right to accept or reject any or all proposals, and to cancel the bid process, at any time, without incurring any liability to the affected Professional Accounting Firm or Professional Accounting Firms and without any obligation to inform the affected Professional Accounting Firm or Professional Accounting Firms of the ground for such rejection.

- REGULATORY FRAMEWORK:

The selected Professional CA Firm will be obliged to protect the interests of ASANSOL MUNICIPAL CORPORATION like threat of dissemination of information whenever necessary and required. They will abide by various statutory laws in force in India along with observance of law framed by different regulators in India etc. and also abide by the directives issued by the Government of various rules and regulations and or ASANSOL MUNICIPAL CORPORATION in this regard from time to time, in accordance with the provisions of the operation agreement or the laws in force.

- DISPUTE RESOLUTION

Any dispute between ASANSOL MUNICIPAL CORPORATION and the selected Professional CA Firm will be settled as follows:-

If the selected Professional Accounting Firm considers any work requisitioned by ASANSOL MUNICIPAL CORPORATION to be outside the purview of the assignment, or disputes any record or decision given, the Professional Accounting Firm may apply in writing to the Commissioner, Asansol Municipal Corporation. The Commissioner, Asansol Municipal Corporation on receiving such complaint from the Professional Accounting Firm shall give the Professional Accounting Firm a chance of being heard within a period of 10 (ten) days of receiving such complaint and shall pass such order within of 07 (seven) days of such hearing and it shall be binding on the Professional Accounting Firm and can be challenged only in District Court of Asansol.

MODE OF PAYMENT:-

The Fees for the above assignment covered by the work order shall be paid in two trenches as follows:

- a) On submission of quarterly bill and accordingly certified by the Finance Officer.
- b) Last quarter bill will be paid only after successful completion and handed over all the relevant documents in hard copy and soft copy to the AMC (preferably to F.O).

The Professional Accounting Firm shall not be permitted to do or cause anything with the data and figure's relating to above assignment with anyone which may cause any problem to ASANSOL MUNICIPAL CORPORATION. The decision of ASANSOL MUNICIPAL CORPORATION regarding the data dissemination and sharing shall be final and binding.

- The Asansol Municipal Corporation reserves the right to accept or reject any or all bids without assigning any reason whatsoever.

Memo No. (11)/PW/Eng/25 Date

Copy to :-

1. The Mayor, Asansol Municipal Corporation
2. The Commissioner, Asansol Municipal Corporation
3. The Deputy Mayor, Asansol Municipal Corporation
4. The Chairman, Asansol Municipal Corporation for kind information
5. M.M.I.C., Asansol Municipal Corporation for kind information
6. The F.O., Asansol Municipal Corporation for kind information & necessary action
7. The R.O., Asansol Municipal Corporation, for kind information & necessary action
8. The O.S., A.M.C. for publication in local Newspaper for a day only, for kind information & necessary action.
9. The Cashier, Asansol Municipal Corporation for kind information & necessary action
10. I.T. Co-ordinator for displaying in A.M.C. website, for kind information & necessary action
11. Notice Board, Asansol Municipal Corporation.

Superintending Engineer
Asansol Municipal Corporation